

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 4, 2010

What's Inside:

Revision of CD-114,
CS-101f, and the
certificate for
licensure and
approval for foster
care services

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE

SUBJECT: REVISION OF FORMS:
RESOURCE FAMILY IN-SERVICE TRAINING REQUEST,
CD-114
PERSONAL REFERENCE QUESTIONNAIRE, CS-101F
CERTIFICATE FOR LICENSURE AND APPROVAL FOR
FOSTER CARE SERVICES

DISCUSSION:

In response to the Continuous Quality Improvement (CQI) process, three forms have been revised.

Resource Family In-service Training Request, CD-114

The purpose of the CD-114 is for resource parents to request approval to receive other in-service training hour credits. The CQI request was to add a place to enter the training code to be utilized for the specific request on the form. The CD-114 has been revised to include the training credit code.

Personal Reference Questionnaire, CS-101f

This form is utilized to obtain the required three personal references for resource provider licensure. The CQI request was to add a place on the form to enter the phone number of the individual providing the reference. The CS-101f has been revised to include this information.

Certificate of License and Approval

This form is issued to resource providers who meet licensure requirements to provide foster care services. The form is generated from Central Office using the data that is entered in the computer system. The CQI request was to add the Departmental Vendor Number (DVN) to the certificate. The certificate has been updated to include DVN information. Age and gender placement information has also been revised.

The revised CD-114 and CS-101f are to be used beginning with the date of this memo.

NECESSARY ACTION 1. Review this memorandum with all Children's Division staff. 2. Review revised Children's Division forms as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
<u>FORMS AND INSTRUCTIONS</u> Resource Family In-service Training Request, CD-114 Personal Reference Questionnaire, CS-101F	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	